

ESCRICK PARISH COUNCIL

MINUTES OF ESCRICK PARISH COUNCIL MEETING HELD AT 7.30PM IN ESCRICK VILLAGE CLUB ON MONDAY 3RD OCTOBER 2016

Chairman: Cllr R Rowson

Clerk/RFO: Mrs H Guest, 40 Linden Way, Thorpe Willoughby, YO8 9ND

clerk@escrick.org

Part 1

16116: Apologies/Attendance:

- a. **Present:** Cllrs Rowson, Forster, Luscombe, Cunningham, Lamont and Morley-Jones, the Clerk and 3 members of the public.
- b. **Apologies** were received from Cllr Coulson. It was resolved to accept reason.
- c. All present were requested to sign the Attendance book.

16117: **Interests:** None declared.

16118: **Welcome: Chair welcomed** councillors, clerk and visitors to the meeting.

16119: Minutes

It was resolved to accept Minutes of the Council Meeting held on 5th September 2016.

- a. Chairman signed minutes as a true record.

16120: **Council** to receive comments on agenda items or other questions/comments from electors present - None.

1. Complaint received that a barking dog on The Glade was causing a nuisance. It was requested that an item be included in the next submission to the Parish magazine to advise residents. Resident advised that SDC have the authority to deal with complaints of this nature. No further action.

16121: Reports, for information only, from:

- a) County Councillor - None.
- b) District Councillor - None.
- c) Police - Information received that doorstep sellers may be in the area and concern that this may lead to burglaries at a later date.

16122: Planning:

1. Applications:

a. 16/02139/TCNOT: Removal of Telephone Box outside Telephone Exchange, York Road, Deighton. Whilst not in Escrick Parish, this application falls within the village. Noted that BT have advised that just 16 calls were made from the box in the 12 months to July 2016. Resolved no comments.

2. **Decisions:** None.

3. Consultations:

a. **SDC Car Park Strategy update:** See:

http://www.selby.gov.uk/sites/default/files/Car_Park_Consultation_Draft.pdf

To send comments making the following points: The Council was generally in favour of the proposals to change the charges from short and long term parking to a single tariff and that parking at the Summit, currently limited to 2 hours, is to change. The proposals mention phone payment, but those Councillors who had used this previously, believed that this was rather more complex than helpful. To suggest payments by contactless bank card and that coin operated parking should not be removed as an option. The Council believe that anything which encourages people to use the town centre was good.

- b. **SDC's Planning Service Review:** Following forum held in June, final report was due to be available after 5th September, but not received at time of agenda preparation. Noted.

16123: RFO reported on the following:

a) **Account balances**

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|---|------------|
| 1. Current account balance as at 28th September 2016 | £3,313.46 |
| 2. Savings account balance as at 31st August 2016 (3 monthly) | £10,753.64 |

b) **Payments made since last meeting under Clerk's delegated powers**

None.

c) **Payments to be made**

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|--|---------|
| 1. MJ Backhouse (pest control) | £70.00 |
| 2. CH Guest (salary - Sep, inc refund of overpaid tax) | £903.80 |
| 3. HMRC (Q2) | £152.28 |
| 4. Tru Green (woodland walk) | £312.00 |
| 5. PKF Littlejohn LLP (ext audit) | £120.00 |
| 6. Autela Group (Q2. payroll providers) | £30.00 |
| 7. NPower | £79.20 |

d) **Receipts:**

- | | |
|-----------------------------|-----------|
| 1. Precept (2nd instalment) | £7,000.00 |
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e) **Insurance:** It was noted that, upon advice from insurers, updated number of residents passed on with no increase to the annual charge. It was resolved that the Clerk speak to the insurers regarding requirements for cover for Village Green events; to seek a quote based upon the estimated values of the village memorials; to inform them about the security of the Village Green equipment store; to seek an increase in single item cover on street furniture from £500 to £2,000 to ensure that a street light can be replaced. Clerk delegated to spend up to £1,500 on annual cover, if required, in consultation with the Chairman and write to the EPFA and EVGC notifying them of their insurance obligations, and to the Escrick Primary School PTA notifying them that they are not currently covered for any events that they hold on the Village Green.

f) **External Audit:** The return of external audit paperwork with no adverse comments made was noted. Publication of electors rights to inspect the accounts to commenced, under Clerk's delegated powers, on 29th September for two weeks.

g) **Grit Bins:** Due to budget constraints, NYCC will no longer be gritting Carr Lane. It was resolved to obtain 3 grit bins from NYCC to be located one at each of: Carr Lane/Main St junction; on Carr Lane between Carrs Meadow and The Glade, and on Main St by the Village Hall car park entrance. This being conditional on there being no long term obligation to use NYCC for refilling, should the Parish Council is able to source refills more cost effectively.

h) **Budget:** The Council discussed budget items and timings. For many years the Council has provided largely the same amenities for largely the same precept. Some felt that this position should be reviewed as there may be areas where residents of the Parish would welcome additional investment. It was resolved that the Chairman and Cllr Morley-Jones would draft a questionnaire to be delivered to residents consulting on potential budget changes - draft to be agreed at November meeting, with the aim of circulating the questionnaire shortly thereafter. The Council thanked the Chairman for supplying a consolidated discussion document ahead of the meeting.

It was resolved to accept report and payments made.

16124: Resignation of Cllr Casling: The resignation of Cllr Casling was noted. Clerk has informed Electoral Services and vacancy notice has been displayed. SDC have now informed the Council that they are able to co-opt for this vacancy. Noted.

16125: Co-option of Councillors: No candidates at this time.

16126: Tree maintenance issues within the village: A number of issues have been highlighted regarding trees for which the Parish Council is responsible. Quotes have been requested/received to rectify individual problems. It was resolved that professional advice should be sought regarding work required and then quotes to be obtained to cover all items together. Quotes obtained thus far were discussed in the Confidential Session of the meeting. It was noted that Cllr Coulson has volunteered to assist with obtaining quotes and obtaining necessary conservation area consents.

16127: Maintenance of Fish Monument: Cllr Rowson updated the Council on approval of locality budget funding of £575.85 to refurbish the monument posts and chains. It was resolved to sign the locality budget documentation and to accept quote received.

16128: Primary School Parking issues: The Primary School have written to NYCC requesting double yellow lines along the stretch of Carr Lane that currently has double white lines, as many drivers do not seem to understand the no parking restriction of double white lines. It was resolved that the Chairman should write on behalf of the Parish Council to NYCC in support of this stance.

16129: Lighting issues: Lighting upgrade now complete with the exception of the light on the ginnel between Skipwith Road and the A19. To reduce the impact of surrounding trees, the contractor has recommended bracket arms on the lights at Carr Lane (column 3) and Main Street (column 1) at a cost of £95 + VAT each. It was resolved to accept this quotation.

16130: Council Policies: Ongoing review of policies/procedures update by Clerk. It was resolved to accept the following:

- a. Discipline and Grievance - Current policy approved.
- b. Data Protection - No policy is in place, however, the Council is registered with the Information Commissioner whose office dictates the use of personal/confidential information. Resolved that no separate policy is necessary.
- c. Code of Conduct - Current policy approved.
- d. Planning Working Group Terms of Reference - Current policy approved.
- e. Admin & Finance Committee Terms of Reference - Current policy approved.
- f. Standing Orders - Clerk to compile.
- g. Communications Policy - Resolved that Clerk to draft this policy to include publications procedure for presentation to next meeting for approval.
- h. Retention policy - As advised at last meeting, documentation is currently held indefinitely, which is causing storage issues. It was resolved that financial information is kept for 6 years plus the current year and that planning documentation since SDC online planning availability, which began in 2001, is kept for 4 years before destruction.

16131: Community Speed Watch: It was resolved that Cllr Rowson contact those who filled in the recent questionnaire stating that they would be prepared to become involved in this initiative.

16132: Highways issues:

a) Speeding issues on A19 through the village: It was resolved that the Chairman would write to NYCC seeking explanation as to why they discounted the concerns raised in our previous letter.

c) Relevant road closures added to website for the information of residents.

16133: Correspondence received:

- a. News items received by email forwarded to Councillors.
- b. Various advertisement received.

16134: Letters/Emails Sent or Action Taken Since Last Meeting: nothing additional.

16135: Minor Items – none.

16136: Items for the next agenda

16137: Noted dates of meetings for 2016/17 (all meetings are to be held on Monday evenings at 7.30pm (with the exception of 8th May 2017 meeting) at Escrick Club:

2016 – 7th November, 5th December.

2017 – 9th January, 6th February, 6th March, 3rd April, 8th May (APM & ACM).

8.48pm: Closure of Part 1 meeting.

Signed **Cllr R Rowson**

Chairman, Escrick Parish Council

Date : 7th November 2016

Part 2

16138: Confidential business: It was resolved to exclude Public and Press on the grounds that matters for discussion affect individual staff members/ procedures/ legal/ finance issues.

16139: Minutes (Part 2)

- a. It was resolved to accept Minutes of last Part 2 meeting.
- b. Chairman signed minutes as a true record.

16140: Update on legal items.

- 1. It was resolved to maintain the status quo regarding the bus shelter war memorial.
- 2. Tree maintenance quotes within the village were discussed and Clerk to seek clarification as to what is included before the next meeting.

9.00pm: Closure of Part 2 meeting.

Signed **Cllr R Rowson**

Chairman, Escrick Parish Council

Date : 7th November 2016